



# Town of Carlisle

MASSACHUSETTS 01741

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Office of  
**PLANNING BOARD**

66 Westford Street  
Carlisle, Massachusetts 01741  
Tel. (978) 369-9702  
Fax (978) 369-4521  
e-mail: carlplan@rcn.com

## MINUTES

July 19, 2004

**Continued Public Hearing for request for Common Driveway Special Permit, parcels adjacent to 186 Rutland Street, Map 25, Parcels 1A and 1B, Richard Blanchard, applicant**  
**Request for release of Lots A, B and E from covenant for Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street (Map 26, Lots 18A, 18B & 18E) [Request of Ira Gould]**  
**Request for certificate of completion and release of security for Pine Meadow Definitive Subdivision Plan (Davis Road) [Request of William Costello]**  
**Request for certificate of completion and release of security for Wilkins Lane Definitive Subdivision Plan [Request of William Costello]**  
**Notice of receipt of applications for two Common Driveway Special Permits at 967 West Street (Map 5, Parcels 47, 47A, 47B, 48 & 51) and parcels adjacent to 894 West Street (Map 5, Parcels 17, 17-1, 17-2, 17-3 & 17-4), Northland Residential Corp., applicant, and assignment of review engineer**  
**Request for release of Lot 17 from agreement dated September 30, 1976, regarding Hemlock Hill Estates Definitive Subdivision Plan [request of Attorney Ralph Copeland]**  
**Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]**  
**Development of additional GIS data layers and technical support [Applied Geographics] – Contract Extension Benfield Planning Task Force**

Vice Chair David Freedman called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board members Ray Bahr, Rich Boulé, Kent Gonzales, Peter Stuart and Phyllis Zinicola were present. Louise Hara was not present this evening. Planning Administrator George Mansfield and Administrative Assistant Anja Stam were also present.

### Minutes

The minutes of 6/28/04 were reviewed. Freedman made three changes to the minutes. Zinicola then **moved to approve the minutes of June 28, 2004 as amended**. Boulé seconded the motion and it carried 6-0.

### Continued Public Hearing for request for Common Driveway Special Permit, parcels adjacent to 186 Rutland Street, Map 25, Parcels 1A and 1B, Richard Blanchard, applicant

The public hearing was opened. Freedman reported that further discussion with the fire chief is required, and the applicant has requested that the hearing be continued without testimony. Boulé **therefore moved to continue the Public Hearing to August 16, 2004 at 8:45 p.m.** Bahr seconded the motion and it carried 6-0.

### Request for release of Lots A, B and E from covenant for Great Brook Estates Definitive Subdivision Plan, 195 Rutland Street (Map 26, Lots 18A, 18B & 18E) [Request of Ira Gould]

The applicant was present for this discussion.

For the benefit of new Board members, Gould gave an overview of this Subdivision/Conservation Cluster. He then explained that past drainage issues at the driveway of Lot D were resolved between the engineers. The proposed solution to the drainage problems has been installed except for the culvert under the driveway. Gould explained that the

owner paved over the driveway before the culvert could be installed. He noted that it would be possible to push the culvert under the driveway if the Town's engineer requires it, but Gould believes that the drainage system is functioning well without the culvert. He said that the Board's engineer should review the situation and require either the installation of a culvert or an amendment to the plan.

Gould explained that the common driveway requires paving, but this will not be done until all construction is completed. He stated that remaining work totals approximately \$10,000, or possibly double that if the culvert is required.

The Board noted that Lots 1A and F will remain subject to the covenant, sufficient to secure the remaining work. Therefore, Zinicola **moved to release Lots A, B and E from covenant for Great Brook Estates Definitive Subdivision Plan**. Boulé seconded the motion and it carried 6-0.

**Request for certificate of completion and release of security for Pine Meadow Definitive Subdivision Plan (Davis Road) [Request of William Costello]**

At its June 14 meeting, the PB had requested that the PA contact the BOS to determine if they have concerns associated with Lot 15, namely the alteration of the drainage easement and the pillars within the roadway right-of-way. The Board of Selectmen will take up this discussion at their August 10 meeting. The Board agreed that Hara should attend this meeting, and Freedman would attend in her place if she is not available.

**Request for certificate of completion and release of security for Wilkins Lane Definitive Subdivision Plan [Request of William Costello]**

Mansfield reported that despite phone calls and e-mails to the review engineer, he still had not received the written report for the inspection done last winter. The Board asked the PA to follow up with a written request to Judith Nitsch Engineering.

**Notice of receipt of applications for two Common Driveway Special Permits at 967 West Street (Map 5, Parcels 47, 47A, 47B, 48 & 51) and parcels adjacent to 894 West Street (Map 5, Parcels 17, 17-1, 17-2, 17-3 & 17-4), Northland Residential Corp., applicant, and assignment of review engineer**

Mansfield expected a complete application today, but now expects it later this week. He asked the Board to assign a review engineer for this project. After some discussion, Zinicola **moved to select Judith Nitsch Engineering, Inc. as the review engineer with the understanding that 1) Sandy Brock will allow the Planning Board to review and approve the field engineer and any other member of the review team, and 2) Brock will complete the Wilkins Lane review letter immediately**. Stuart seconded the motion and it carried 6-0.

The Board asked the staff to contact other towns and ask who they use for project review. They also asked the PA to contact GPR and other firms to determine interest in serving as review engineer on future projects.

**Request for release of Lot 17 from agreement dated September 30, 1976, regarding Hemlock Hill Estates Definitive Subdivision Plan [request of Attorney Ralph Copeland]**

The PA explained that a title search has revealed that Lot 17 was not released from an agreement dated September 30, 1976, and attorney Copeland is now trying to clear the title. The Board agreed that this was simply an oversight when the subdivision was released from covenant and the Town subsequently accepted the road. As a housekeeping measure, Bahr **moved to release Lot 17 from the agreement dated September 30, 1976**. Zinicola seconded the motion and it carried 6-0.

**Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]**

Freedman reported that the CDP Steering Committee agreed to discontinue services with Thomas Planning because they were unable to produce an acceptable report. The Steering Committee also contacted MAPC, asking them not to publish the final report submitted by Thomas, nor to forward final payment to them.

**Budget**

Mansfield explained that the Town Treasurer has questioned the way Town departments have been using encumbered funds. In the future, he plans to instate a policy, which only allows funds to be encumbered for work completed in that fiscal year.

The Board agreed that Freedman, Hara, Boulé and the PA should continue discussions with the Town Treasurer and FinCom to determine how the PB might fund ongoing planning within the Treasurer's and FinCom's guidelines.

**Development of additional GIS data layers and technical support [Applied Geographics] – Contract Extension**

Bahr and the PA will work with the Town Administrator and the computer consultant to locate and set up GIS workstations and software.

**Benfield Planning Task Force**

Zinicola reported that the Task Force has made good progress in developing a conceptual plan and suggested that a Task Force member could present the plan to the Planning Board at a future meeting. Recreational needs will be discussed at the Task Force meeting on July 27. The Task Force is also planning to apply for grant money.

**Meeting with Fire Chief**

Gonzales reported that he, Hara and Mansfield met with the Fire Chief to discuss roadway design standards, especially for common driveways. At that meeting, Flannery cited his public safety authority according to State law, but he agreed to review the Blanchard common driveway plans along with the Planning Board's rules and regulations. All agreed that the dialog with the Fire Chief should continue in order to fully understand his criteria and review process.

**Resignation of Administrative Assistant**

Stam presented her resignation letter to the Board, and the Board discussed the process for hiring a replacement.

At 10:50 p.m. the Board unanimously adjourned the meeting.

Respectfully submitted,

Anja M. Stam  
Administrative Assistant